



## **Cadbury Athletic Football Club**

### **Constitution**

#### **Acceptance and Review Schedule**

***AGREED BY TRUSTEES ON 03.06.2024***

**Next Renewal: June 2025**

# **Respect**



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## **Forward**

Cadbury Athletic Football Club aims to provide people from the local and surrounding areas with the opportunity to play and enjoy the game of football.

The club promotes good sportsmanship and fair play, encourages loyalty and team spirit, and values each person's contribution to its team. It also recognises its moral and legal obligation to ensure that its managers and coaches who have a responsibility for young people within the club, provide them with the highest possible standard of care.

Cadbury Athletic Football Club places great importance on its relationship and standing within the community, requiring its members to show respect towards Match Officials, representatives of its opponents, and the facilities on all occasions when recognised as representing the football club.

## **Title**

All teams associated with the football club shall be known and registered with their respective leagues as Cadbury Athletic Football Club.

For the purpose of the constitution Cadbury Athletic Football Club shall be referred to herein as 'The Football Club'.

## **Scope and Affiliation**

The constitution of Cadbury Athletic Football Club governs the operation of both the youth, open-age and walking football sections of Cadbury Athletic as well as those stipulations from the Charities Commission.

The Youth Football Section represents all teams within the Under 7 to Under 18 age groups. Cadbury Athletic Football Club will be affiliated to the Birmingham County F.A.

The Adult Section teams will be affiliated to the Birmingham County F.A.

Cadbury Athletic Football Club will ensure that it abides by the rules and regulations set out by the Birmingham County F.A in accordance with footballing regulations.

# **SECTION 1 – The Management Structure**

## **1.1 The responsibilities of The Club Trustees**

A Trusteeship made up of the following designated officers, and up to 6 other members will run the football club.

<b>Chairperson</b>	To organise and chair committee and manager meetings and delegate duties for the trustees.
<b>Secretary</b>	To ensure that all correspondence received by the football club is dealt with, in an appropriate manner and carry out all administrative duties including the management of the FA Whole Game system for the club.

**Treasurer** To receive and account for all money and to produce accounts for Cadbury Athletic Football Club Charitable Trust.

Other Trustees will be designated a section of the club to oversee and report back at Trustee meetings at a bi-monthly meeting.

There are other roles that fall as part of the individual sections such as First Team Manager, Match Day Secretary and Funding and Subscriptions Manager who will report to their relevant Trustee leader. A combination of the above officers must attend league meetings, organise and arrange fixtures, organise and arrange fund raising events, and any other duties as required.

For the purpose of the constitution, the officers of Cadbury Athletic Football Club shall be referred to herein as 'The Trustees'.

The election of Trustees is done by the Charitable Trust Board. Votes are held on a majority vote rule scenario. There is a requirement of at least 3 trustees to be present to ensure a vote can be formalised and the meeting be quorate.

The AGM will be held on or before the 31st August each year and will be open to all members of the football club.

## **1.2 Trustee Meetings**

Any Trustee meeting called will require the attendance of no less than 3 duly elected officers for a meeting to be formed and be quorate. A formed meeting will be able to agree expenditure and amend the constitution on the taking of a vote. Each elected officer will have one vote.

AGM's shall be notified to the members by communication from the secretary. Such notification shall be issued 7 days before the date set for such meeting.

The notification of an AGM shall include the date of the intended meeting, the venue and time. An agenda will also be produced stating the election of the committee as an item.

The meeting shall be chaired by the Chairperson and shall consider the accounts for the previous year, whilst updating on the football club activities for the previous season and plans for the future.

Any other matters arising shall be notified to the Chairperson before the meeting. The Chairperson of the meeting shall then decide whether the matter needs to be discussed immediately, or whether to pass the matter on to the new committee for their consideration.

A Special General Meeting (SGM) or Emergency General Meeting (EGM) may be called

- By the committee, giving no less than 7 days' notice to the members Or
- By application from no less than 25 registered players (or parents of if under the age of 18). Such a request shall be notified direct to the committee and shall provide detail of the reason for the request. On receipt of such a request the committee shall have 28 days to convene a meeting.

Any AGM or EGM shall be deemed to have a quorum by the attendance of no less than 5 eligible trustees to vote at such a meeting.

***~ End of Section 1 ~***

## **SECTION 2 – The Football Club**

### **Objective**

The Football Club aims to provide people from the local community with the opportunity to play and enjoy the game of football.

### **2.1 Registration of Players**

Each player is required to have a completed club registration completed prior to the start of the season. If the player is under 18 this must be signed by a legal parent or guardian and submitted online. It is the responsibility of the manager of each team to ensure the registration forms for all their players are completed and provide all the registration fees (£30 per player) to the treasurer.

Each player is also required to have a recent photo at the start of every season so that they can be included in an ID team sheet that each manager will be required to take to every game.

The secretary (or other delegated person) will then be responsible for registering every player across the whole club onto the FA Whole Game System prior to the start of the season. The secretary is required to update any photos with the most recent one received as well as inputting parent/guardian details in case of emergency.

The secretary will hold all club registration forms for the duration of the season.

Each manager is required to keep the Whole Game System generated team sheet that they must take to each training session and game.

All managers shall be responsible for the selection, training, safety and behaviour of their registered players.

No manager is permitted to play any player that has not gone through the registration process, both club and Whole Game System. If this is broken there will be serious sanctions for individual managers and their team.

The Trustees shall be responsible for the selection of all managers. Any interested parties will be required to express an interest to the committee formally who will then consider them for their position through meeting the individual and voting as a committee.

### **2.2 Conditions of membership**

The parent or guardian of any registered player in the youth section or any registered adult player, for the purpose of the constitution be known herein as a member.

- All members of The Football Club shall abide by the rules of the constitution.
- All members of The Football Club shall abide by the Codes of Conduct issued at the start of each season.

### **2.3 Code of conduct**

The manager for each team shall ensure that all players abide by:

- (a) The laws of association football as constituted by the Birmingham County FA or whichever County FA under whose area the event they are competing in lies.
- (b) The rules of the league or competition in which the team is competing.
- (c) Any manager, associate, parent or player will give of their time free of charge and shall take no payment from the section, unless otherwise agreed by the committee.
- (d) All managers/coaches will be required to undergo an Enhanced DBS Check prior to any contact with any persons under the age of 18 in an official capacity for the Football Club.

The manager of each team shall ensure that any member recognised as representing The Football Club shall behave in a manner which does not bring the good name of the club into disrepute.

Any member reported to the trustees for behaviour, which is found to be unacceptable, may be subject to suspension.

Any fine levied to the club by the County FA for the actions of any persons shall be payable by the party concerned. In the event of such a fine being imposed to the club the club will inform the relevant parties of what they are required to pay and how they can do this. Failure to pay any fine may result in suspension.

Any misbehaviour reported to the trustees shall be investigated by a selection of the trustees who shall, if so required, request that the individual attend an interview or provide a written report detailing the incident in question. The investigating officers will report their findings to the full trustees who will then decide upon appropriate action.

The trustees are duty bound when investigating any offence to take into consideration The Football Club rules concerning the conduct of members. Therefore, without prejudice to the outcome of any investigation the committee can require any person to be suspended from any involvement with the club.

## **2.4 Finance**

### **2.4.1 Players**

Each youth registered player of The Football Club shall be required to pay monthly subs. This amount shall be given to the manager of their team or another elected person within the team each month.

If there are circumstance in which a player cannot pay their full subs then this must be reported to the committee for consideration and decision will be made by the committee on an individual case basis.

### **2.4.2 Managers**

Each manager shall notify the Treasurer and account to the Treasurer for income collected.

It is the responsibility of the manager of each team to submit their monthly sub collection from every player to the treasurer by the end of each calendar month.

Any manager found to be misappropriating team funds would be suspended forthwith.

### **2.4.3 Income**

For The Football Club to operate it will require monthly funds to be accounted for and for this information to be produced to the Treasurer at least once per month.

The trustees will note all sponsorship funds received and account for the funds in their annual accounts. These will be made available to the sponsor if required.

The trustees will require the payment of monthly subscriptions from youth members. The amount to be paid shall be set annually at the AGM. The committee will also require an initial registration amount from each member at the start of each season.

### **2.4.4 Expenditure**

The manager of each team will be responsible for paying referee fees as required on a weekly basis.

Any fines received by The Football Club will be paid in the first instance by The Football Club who will then seek reimbursement of these fines from the player/parent/guardian or team manager concerned.

All expenditure up to the value of £100 must be approved by the treasurer and a record must be kept.

All expenditure above the value of £100 will require the approval of the trustees

## *~ End of Section 2 ~*

### **SECTION 3 - BEST PRACTICE GUIDELINES**

Through the implementation of its code of practice, Cadbury Athletic Football Club with the support of its managers, coaches and parents will maintain the professionalism and safeguards of good practice which are associated with the game of football.

#### **Part 1 - Managers and Coaches All managers /coaches must:**

- Respect the rights, dignity and worth of every person with whom they work and treat them equally within the context of football.
- Place the physical and emotional well-being of all young players above all other considerations, including the development of performance.
- Remember that people play football for fun and enjoyment and that winning is only part of it therefore they must be motivated through positive feedback.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Ensure that the activities they direct, or advocate are appropriate for the age, maturity experience and ability of the players.
- At the outset, clarify with players (and where appropriate parents) exactly what is expected from them and also what they are entitled to expect from their coach.
- Always promote the positive aspects of sport (eg fair play) and never condone violations of the law.
- Always display high standards of behaviour.
- Not use or tolerate inappropriate language.
- Apply these principles to their team in a way that is appropriate to the age and level of understanding of the person.

#### **Part 2 – Code of Conduct**

At the beginning of each season and upon registration to The Football Club each player and their parent/guardian will be given a copy of The Football Club's Code of Conduct which is split into three sections

- 1. Players**
- 2. Parents and Spectators**
- 3. Managers/Coaches**

The Code of Conduct is emphatic with how it expects all of the above groups to conduct themselves both on and off the football pitch.

The Code of Conduct is also clear on the consequences should any of the above groups break any of the Codes of Conduct listed in the document.

#### **Part 3 - Equal Opportunities**

Equal opportunity at Cadbury Athletic Football Club means that in all our activities we will not discriminate in any way or treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

The Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Football Club has adopted an Equality Policy.

#### **Part 4 – Safeguarding Young People**

Through the implementation of a Safeguarding Young People Policy and the support of its coaches and managers, The Football Club will maintain the professionalism and safeguards of good practice which are associated with the game.

Each manager is required to undertake a Level 1 in coaching award from the Football Association. There is a safeguarding young people unit as part of this course which they are required to complete. Each individual is required to renew their certificate every three years through an on-line refresher course.

Each adult that acts in an official capacity for The Football Club must undertake an enhanced DBS check through the club before taking on any official duties. This must be renewed every three years.

The Football Club has an appointed Welfare Officer who is not a member of the committee. The contact details of the Welfare Officer must be provided to every member of The Football Club and they must be listed on the Safeguarding Young People Policy as well as the Code of Conduct.

The club promotes the welfare of all young people to be of paramount importance at all times and any concerns will be dealt with seriously and promptly, issuing any consequences immediately should they be required.

The Football Club has a Safeguarding Young People Policy which has best practice as well as procedures to follow should there be a breach of the policy.

***~ End of Section 3 ~***

### **Acceptance of the Constitution**

The Trustees of Cadbury Athletic Football Club acknowledge their recognition and acceptance for the constitution and their commitment to ensuring it is adopted by everyone connected with the club – as a commitment they will sign the document.

